



STAFF RECRUITMENT AND SELECTION POLICY



Staff Recruitment and Selection Policy		Policy Reference No.
Policy Implementation Date Tuesday 05 May 2015	Review Date and Frequency Every 2 years	Responsible for Review Principal
Rev 1: August 2016	Rev 2: June 2017	

1. INTENT

St Luke's Anglican School is committed to an equitable, transparent, consistent and merit based approach to recruitment and selection in order to attract, select, and retain the most capable and suitable people. The policy and procedures to be followed at each stage of the recruitment and selection process – vacancy, applications and short-listing, screening and selection and appointment have been developed to reflect this.

This policy is a key component of the St Luke's Anglican School Child and Youth Risk Management Strategy as a legislative requirement of the *Working with Children (Risk Management and Screening) Act 2000* and *Working with Children (Risk Management and Screening) Regulation 2011*.

2. SCOPE

This policy informs and directs the process of employing teaching and non-teaching staff. St Luke's Anglican School is committed to recruiting, supporting, developing and retaining people of the highest calibre. This calls for an equitable, competitive and timely recruitment and staff selection process. The school seeks to –

- Maintain the principle of selection on the basis of merit to appoint the best candidate/s
- Provide equal opportunity for all candidates
- Represent in its staffing profile the community it serves
- Ensure that selection procedures are efficient and effective
- Maintain candidate confidentiality

3. RELEVANT LEGISLATION / AUTHORITY

Commonwealth

Age Discrimination Act 2004
Disability Discrimination Act 1992
Workplace Gender Equality Act 2012
Australian Human Rights Commission Act 1986
Australian Human Rights Commission Regulations 1989
Racial Discrimination Act 1975
Sex Discrimination Act 1984
Fair Work Act 2009
Privacy Act 1988
National Privacy Principles

State (Queensland)

Anti-Discrimination Act 1991
Working with Children (Risk Management and Screening) Act 2000
Education (Queensland College of Teachers) Act 2005
Student Protection in Anglican Schools Policy and Procedures (2015), Anglican Church Southern Queensland

4. RELATED DOCUMENTS

- Position Description template
- Reference check form
- Working with Children check forms:
 - Blue Card application form
 - Authorisation to confirm a valid card / application form
 - Volunteer to paid transfer form
- Letters of Employment
- New Employee pack

5. DEFINITIONS / APPREVIATIONS

Transparent

Processes that are clearly defined, easily understood and easily accessible

Consistent

All candidates are treated in a similar way

Merit

Merit is the extent to which an applicant demonstrates they have abilities, aptitude, skills, qualifications, knowledge, experience and personal qualities relevant to carrying out the core duties of the role

Equitable

Recruitment without hidden or apparent bias on the grounds of gender, relationship status, pregnancy, parental status, breastfeeding, age, race, impairment, political belief or activity, trade union activity, lawful sexual activity, gender identity, sexuality and family responsibilities or association with, or relation to, a person identified on the basis of any of the above attributes

Internal candidate

A person who at the time of the recruitment process is employed by St Luke's Anglican School

External candidate

A candidate who at the time of recruitment is not employed by St Luke's Anglican School

Conflict of Interest

A situation where an individual has a personal connection with a candidate which may influence their judgment

Blue card

Suitability card to work with children and young people

Issued after a Working with Children Check has been approved

A positive notice letter and a Blue Card will be issued.

SLT

Senior Leadership Team

6. RECRUITMENT PROCESSES

St Luke's Anglican School follows a four stage recruitment and selection process for continuing and fixed-term staff appointments –

1. Vacancy (and advertising, if required)
2. Application and short listing
3. Screening and Selection
4. Appointment

6.1 Vacancy

This is the preparation stage of the recruitment process. The following principles relate to this stage:

- The Principal will authorise any request to recruit prior to advertising.
- A position description, including a statement of duties and selection criteria must be developed or updated for any vacant position that is authorised to be filled. This is essential to inform candidates about the school's expectations and is the key to making an equitable selection based on merit against clearly defined requirements.

- Generally vacancies will be advertised as a minimum internally by way of an email to 'All Staff' by the Principal. External vacancies will be advertised on the St Luke's Anglican School website as a minimum. There are times when a vacancy may be exempt from being advertised; this decision is at the discretion of the Principal.
- Examples of such situations may include, but are not limited to –
 - When a full recruitment process has been completed and a suitable candidate has not been identified. Suitable candidates may be approached in these circumstances.
 - Where a recruitment agency is appointed.
 - Where the vacancy is for less than a semester.
 - When an appointment is required as a matter of urgency e.g. resignation or illness
 - Where there is a suitable candidate within the school who needs to be redeployed to avoid redundancy.
 - Where an employee is in a fixed term contract or casual basis and there is evidence to support a high level of performance in the role, the employee may be reappointed to the same role at the end of the term.
 - Where an employee is working at the same level and is willing to take on the additional hours.
 - Where an employee is seconded to a role on a fixed term based on their specialised skills or experience.

6.2 Applications and short listing

This is the process of identifying suitable candidates. The following principles relate directly to this stage –

- St Luke's Anglican School seeks to treat all candidates equitably, with respect and courtesy. This includes where possible acknowledging receipt of job applications and advising unsuccessful candidates as soon as reasonably practicable.
- Applications are treated with confidentiality at all times. As such applications will be stored securely at all times, applications will not be sent via internal mail or be left in areas which are accessible to people other than those they are intended. Discussions in relation to the talent pool should be limited to the selection panel. Breaches of confidentiality will be treated seriously.
- A selection panel will assess candidates against established selection criteria to ensure objectivity and avoid bias in all stages of the selection process. As a general guide the selection panel will include no fewer than two people and no more than four persons. An external consultant maybe invited to be part of the selection panel. All members of the selection panel will be invited to participate in all stages of the recruitment process.
- At any stage of the recruitment process if a member of the selection panel becomes aware of a potential conflict of interest they are to discuss this with the Principal without delay.
- Internal candidates are welcome to apply for any vacancy in which they are suitably qualified. Such applications will be shortlisted alongside all other applications and treated in a consistent manner. Internal candidates not shortlisted for an interview will be contacted and advised and be provided with relevant feedback. Such feedback should be factual, unbiased and delivered in a courteous and sensitive manner.
- Family members and friends of staff of St Luke's Anglican School are welcome to apply for any position advertised at the school. These applications will be processed in line with all applications. In the situation where there is a perceived and/or real potential for

a conflict of interest, such applications will need to be considered carefully. In the interest of transparency and fairness to all it is appropriate that a perceived conflict of interest should be brought to the Principal's attention. It is important to note that in all cases, final recruitment decisions will be based on merit.

- International candidates will provide to the panel relevant Visa documentation supporting their right to live and work in Australia. This information will be verified with the Department of Immigration and Border Protection. Under no circumstances will a candidate be appointed to any position at St Luke's Anglican School if they do not have the right to live and work in Australia.
- Recruitment and selection agencies may be engaged, with the approval of the Principal.

6.3 Screening and Selection

The selection process seeks to identify the most suitable candidate on merit. The following principles relate directly to this stage:

- Selection panels should only ask questions related to the requirements of the position. Selection panels have discretion in the relative weighting of selection criteria as per the position description, relevant behaviours demonstrated through the recruitment process, the cultural fit, the judgment of the merits of candidates against the position description and in the assessment of potential or ability to perform other duties. All decisions will be made objectively sighting relevant evidence.
- Conducting interviews with short-listed candidates by the selection panel is essential. In addition, the panel will consider other relevant recruitment activities. This may include, for example, work assessment tests, job-related medical assessment, on the job observations, psychometric testing and simulation activities. Reference checks are to be undertaken as a key component of the selection process before reaching a final decision. Interviews may be exempt in the following situations:
 - where there is only one candidate and the candidate's abilities and attributes are well known and evidenced by the selection panel, or
 - where all applicants are internal and there is strong, highly reliable evidence to demonstrate why a candidate is suitable above all others. In this situation this information should be delivered to all candidates in a sensitive and courteous manner.
- At all stages of the selection process recruitment methods will be consistent. This may include the use of an interview guide which relates directly to the candidates motivation and the selection criteria for the role. All other recruitment tools should also be used consistently. Such tools must be free from unlawful discrimination. Accurate notes will be taken at all stages of the recruitment process and securely stored.
- Feedback will not be routinely offered to external candidates. At the discretion of the Principal, feedback may be offered if specifically requested by an external candidate.
- A minimum of two reference checks will be conducted on preferred applicant/s after the interview process. Reference checks are to be conducted by a nominated member of the selection panel. It is preferable for the supervising manager of the vacant position to conduct the reference checks.

These checks can be conducted either in person or over the telephone. As a minimum, whenever possible a check should be conducted with the preferred candidate's current and immediate past supervisor. Reference checks should be conducted on a confidential basis.

Any decision to contact a referee not listed on the candidate's resume is at the discretion of the Principal. It is not unreasonable to expect that the Principal may contact a Principal at another school to discuss the candidate. Accurate notes must be taken of all reference check reports. Where the referee is located outside of Australia a reference check form can be emailed to the referee to be completed and returned.

- Relevant performance feedback will be gathered in relation to an internal candidates prior to any final decisions on their applications are made.
- Current Teacher Registration (Queensland) is mandatory for teaching staff. At every interview this criteria will be verified. If this is not met, under no circumstances will a candidate be progressed.
- Non-teaching staff are required to possess or be eligible for the issue of a positive notice and blue card (Working with Children Check). At every interview this criteria will be verified and if this is not suitably met under no circumstances will a candidate be progressed.
- All preferred applicants (including teachers) details are to be provided to the Director of Professional Standards (DPS), Anglican Church Southern Queensland to be checked against the Anglican Church's National Professional Standards Register.

The Principal is to consider the result of this check prior to making a formal offer of employment.

6.4 Appointment

The appointment process is the final approval and appointment of the most suited candidate based on merit. The following principles relate directly to this stage:

- The final decision of appointment rests with the Principal. To this end no recruitment decision should be finalised or verbal offer made without the Principal's final approval; this may include a second interview with the Principal. The Principal may choose to delegate this responsibility.
- The Principal or their representative will sign an offer of appointment letter. Unsuccessful short-listed candidates will be dealt with courteously and sensitively.
- All new staff must undergo a period of probation. This is generally a period of three - six months dependent on the nature of the position.

7. VARIATIONS

Any variations to this policy are at the Principal's discretion and will be done in a manner that is fair, equitable and reasonable.

8. REVIEW OF RECRUITMENT DECISIONS

Any concerns about the recruitment and selection process should be referred to the Principal. Alternatively, written complaints may be submitted to the Principal. Complaints must be received within a week of the recruitment decision being delivered.